



**BIKE TO WORK DAY STEERING COMMITTEE  
MEETING NOTES  
Wednesday, January 10, 2018**

**1. Introductions**

Committee members, guests, and other attendees introduced themselves by name and affiliation.

**2. Approval of Meeting Minutes**

The minutes from the November 8, 2017 Bike to Work Day meeting were approved as written.

**3. Sponsorship Update**

To date, Commuter Connections has secured thirteen regional cash sponsors, for a total of \$41,250. The sponsors are:

- Gold - City of Alexandria, Takoma Bicycle, and ICF;
- Silver - Bike Arlington, DentalBug (new), California Tortilla, and Capital Sports Ventures; and
- Bronze - American Association of State Highway and Transportation Officials, Crystal City BID, American College of Cardiology (new), Fair Lakes League, AAA Mid-Atlantic, and bikes@vienna.

Several past and new sponsors are still considering sponsorship. The sponsorship drive remains open through January 31, 2018.

**4. T-Shirt Color**

The Steering Committee was presented with three gold shade t-shirt color samples. After discussion, a vote was taken and marigold was selected by a nearly two to one margin. Shirts will be made of 50/50 cotton/polyester material with a teal imprint.

An online survey will be sent to pit stop managers so they may select the T-shirt size allocation that works best for their local pit stops. Pit stop managers that do not respond to the survey by the due date, will receive the default size allocation based on a Washington Area Bicyclist Association survey of Bike to Work Day participants. The default size breakdown is small 20%, medium 30%, large 30%, and XL 20%.

## **5. Poster Concepts**

Four poster concepts for Bike to Work Day 2018 were presented to the Steering Committee. After a review and discussion, the concept selected by the Committee features a bicycle with a city skyline in the background. The poster will be refined based on feedback given by the Committee.

## **6. New Pit Stops**

The following are new pit stops for 2018.

- District of Columbia: Capitol Hill House Office Buildings SE, L'Enfant Plaza SW, USDA SW.
- Maryland: Prince George's County – Bladensburg, and Largo; Southern MD – La Plata.
- Virginia: City of Alexandria - Great Harvest Bread Co.; Fairfax – Alexandria (Huntington), Annandale, Chantilly, Lorton, and McLean; Prince William - Manassas Park.

Other locations may be considered as well. Final details for all new pit stops are due no later than January 31, 2018.

## **7. Pit Stop Managers Roundtable**

Pit stop managers provided brief updates on the planning status of their local Bike to Work Day events.

## **8. Other Business**

The next Bike to Work Day meeting will be held on Wednesday, March 14, 2018 from 10:00 to 11:30 a.m. at COG, in Meeting Rooms 4 & 5.